

Natasha Y. Eby

(b) (6)

EXPERIENCE

U.S. House of Representatives – Committee on the Judiciary
Professional Staff Member
Chairman Bob Goodlatte (R-VA)

Sept. 2015-Present
Washington, DC

Scheduler/Executive Assistant to Staff Director and Deputy Staff Director

- Heavy calendar management for Staff Director and Deputy Staff Director of fast pace House Committee; Prep daily schedules and detailed itineraries; Secure travel arrangements, file appropriate ethics paperwork, and submit reimbursements; Maintain confidential files and related records; Review invitations and meeting requests; Plan Committee events such as field trips and holiday parties; Review hearing and markup statements; conduct light research on various Judiciary related topics; Responsible for the Committee's hearing and markup calendar.
- Liaison to the White House and government agencies such as DOJ, FBI, DHS, and CBP to facilitate all requests and calls for the Committee.
- Liaison to House and Senate Staff Directors, Judiciary Committee member offices, key committee staff, and other Congressional Members to convey key vital policy and procedural information.

Member Outreach Coordinator

- Handle legislative requests from Members of Congress asking to move bills in Judiciary jurisdiction. Formulate plan of action per request with Staff Director and Deputy Staff Director, and determine next steps needed to bring requests to either Committee hearing, markup or to suspension floor vote.

U.S. Office of Personnel Management – Federal Contractor
Special Investigator

Sept. 2013 – Sept. 2015
Washington, DC

- Conducted background investigations of military, government, and defense contractors for Top Secret and SCI clearances.
- Managed case work to meet contract deadlines and metrics.
- Prepared clear and concise reports on a daily basis in preparation for adjudication.
- Handled classified security documents and ensured proper security requirements and protocols were followed.
- Maintained and secured government issued credentials.
- Supported and protected U.S. national security interests by conducting face-to-face interviews to determine accuracy of provided information.

EDUCATION

U.S. Naval War College
Washington, D.C.
National Security and Strategic Studies
Master of Arts
09/2017 – Present

University of South Florida
Tampa, FL
Political Science and International Studies
Bachelor of Arts
08/2004 – 05/2008

SECURITY CLEARANCE

Top Secret:
Sept. 2013 – Sept. 2015

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HBW Resources
Marlowe & Company
Legislative Policy Advisor

Jan. 2012 – Aug. 2013
Dec. 2010 – Jan. 2012
Washington, DC

- Successfully engaged with congressional and committee staff to facilitate inclusion of amendment language and reauthorization text.
- Analyzed appropriations, budget proposals and recommendations.
- Prepared descriptive legislative reports and evaluated public policy proposals.
- Developed legislative language.
- Drafted memorandum on appropriations and budget legislation for clients and Hill staffers.
- Educated congressional members and committee staff relating to legislative bill language and text.
- Briefed staff to discuss action items and status of areas of responsibility.

U.S. Senate – Senator George LeMieux (R-FL)
Senior Legislative Correspondent & Aide

Sept. 2009 – Dec. 2010
Washington, DC

- Communicated with federal agencies on behalf of the Senator and the Senator's constituents.
- Researched policy matters important to the Senator's constituents and agenda.
- Formulated critical legislation recommendations.
- Contributed analytical decision memos
- Served as a liaison on behalf of the Senator in meetings and attended hearings and markups.

U.S. Senate – Senator Mel Martinez (R-FL)
Staff Assistant & Intern Coordinator

Sept. 2008 – Sept. 2009
Washington, DC

- Managed front office duties and communicated the Senator's policies and official statements to constituents. Served as a liaison between the Senator's office and the constituents of Florida.
- Directed the internship program: trained and delegated tasks daily from 30+ staffers for more than 12 interns.

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